



AN AASIS SUPPORT CENTER TRAINING GUIDE

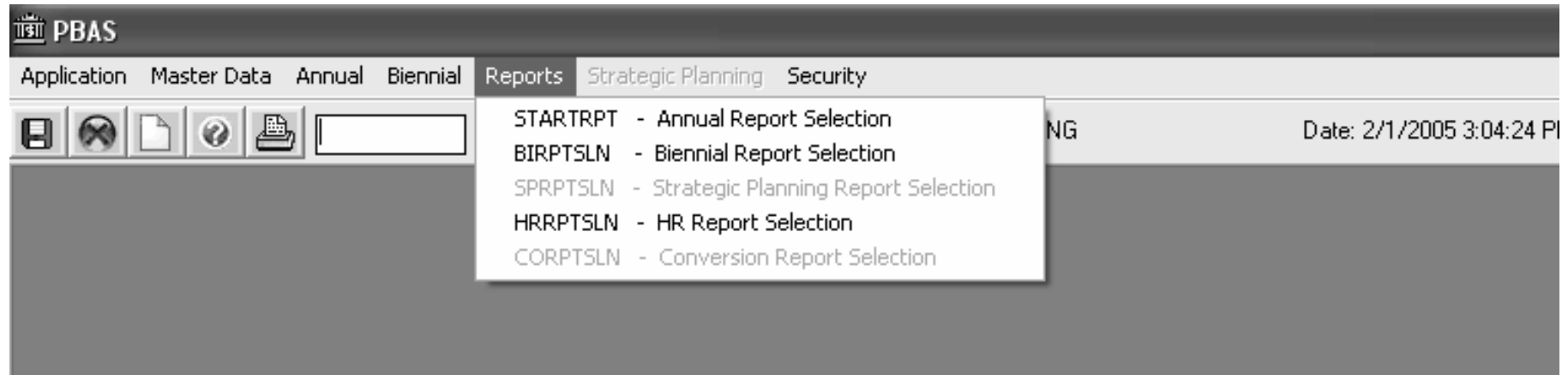
PBAS Annual Operations Plan Position Planning

Position Planning

- Position Planning involves determining which positions will be filled during the year, expected salary amounts, and required cost centers with correct funds center assignments.
- Position information will be extracted from AASIS into PBAS on March 28.
- Agency budget staff will not have to enter anything unless they are making a change to the Annual Operations Plan for the positions.
- The system allows changes for extra help positions.
- A Career Service report can be generated to locate and make adjustments to the plan for career service employees.
- Other salary related commitment items (5010006, 5010008) will be on the non-position planning screen.

Reporting

- Two reports must be generated prior to beginning to work on your non-position budgeting.
- Generate the *Annual Salary Projection Report* (SALYPRJ) to identify the projected salary amounts.
- Generate the *Career Service Report* (CSRVPRJ) for the amount and timing of career service payments to employees.



After logging in, the PBAS Menu displays. From the menu, select *STARTRPT > Annual Report Selection*.

Salary Projection Report

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 2/2/2005 10:

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
----- SELECT REPORT -----									
CISUM	----	Commitment Item Summary							
CSRVPJR	----	Career Service Projection							
DEFERYR1	----	Annual Deferment Extract YR1							
EXHLPVAL	----	Extra Help Validation							
FCWK	----	Funds Center Worksheet							
FTCCOV	----	Funds Center Total by Cost Center /WBS Element							
INCOME	----	Certification of Income							
MGRVER	----	Manager's Verification Sheet							
MONITOR	----	Fiscal Monitoring Procedures							
OPMREQVA	----	OPM Position Requests							
POSAUTH	----	Total Positions Authorized							
POSVAL	----	Regular Salaries Validation							
QTRWK	----	Quarterly Worksheet							
SALYPRJ	----	Salary Projection							

Generate Report

Click on the arrow next to the *Report ID* box. Click on SALYPRJ – *Salary Projection Report*.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

Report ID: SALYPRJ - Salary Projection

Business Area: 0995

Version: 01A

Fiscal Year: 2007

Cost Center: To

WBS Element: To

Funds Center: 234 To

Fund: To

Commitment Item: To

Functional Area: To

Generate Report

Business Area, Version, and Fiscal Year are required fields. In addition, Cost Center, WBS Element, Fund and Funds Center may be entered. (Ordering by business area, reports all funds centers.) Click *Generate Report*.

Fund

ARKANSAS PERFORMANCE BUDGETING & ACCOU

Annual Salary Projection

Fiscal Year **2007**
 Business Area Title DEPT OF EMERGENCY MANAGEMENT
 Business Area Code 0995
 Version **1A**

Funds Center	Cost Center	WBS Element	Position	Used Class	Clip Flag	Auth Class	Auth PayGrade	Employee	No Of Pos.	Current HryRate	New HryRate	Jul	Aug	Sep	Oct	N
234 Rural Serv-St Ops	206201		22095624	R009	N	R010		Jordan Michal	1.00	9.2235	9.4630	19,683	0	0	0	
			22095625	R199	N	R199		Jordan Michal	1.00	17.7779	18.2404	37,940	0	0	0	
			22095626	7077	N	7077			1.00	0.0000	32.6322	67,675	0	0	0	
								Sub Total	3.00			125,498	0	0	0	
								Total	3.00			125,498	0	0	0	
								Grand Total	3			125,498	0	0	0	

Positions, Class, Clip Information, Grade, Employee names, Number of Positions, and Current and Projected Hourly Rate, and annual projected salaries are displayed by cost center. The amounts will be distributed later as part of the budgeting process.

ARKANSAS PERFORMANCE BUDGETING & ACCOU

Annual Salary Projection

Fiscal Year 2007
 Business Area Title DEPT OF EMERGENCY MANAGEMENT
 Business Area Code 0995
 Version 1A

Funds Center	Cost Center	WBS Element	Position	Used Class	Clk Flag	Auth Class	Auth PayGrade	Employee	No Of Pos.	Current HryRate	New HryRate	Jul	Aug	Sep	Oct	N
234 Rural Serv-St Ops	206201		22095624	R009	N	R010		Jordan Michal	1.00	9.2235	9.4630	19,683	0	0	0	
			22095625	R199	N	R199		Jordan Michal	1.00	17.7779	18.2404	37,940	0	0	0	
			22095626	7077	N	7077			1.00	0.0000	32.6322	67,675	0	0	0	
								Sub Total	3.00			125,498	0	0	0	
								Total	3.00			125,498	0	0	0	
								Grand Total	3			125,498	0	0	0	

If an employee is in the DROP plan for retirement, there will be an asterisk before that employee's name. Retirement is not calculated on these positions.

EXERCISE

Display the *Salary Projection* (SALYPRJ) report for your training assigned business area. View the report.

What is the projected hourly rate for position (3)?

HINT: use the binoculars to search for the position number.



								Sub Total	4.00			95,052	
	278208		22108013	R170	N	R170	25	Jordan Michal	1.00	22.8183	23.4115	48,696	
			22108014	R012	N	R012	26	Jordan Michal	1.00	34.1365	35.0240	72,850	
			22108015	A108	Y	A008	21	Jordan Michal	1.00	22.2721	22.8610	47,530	
			22108016	D123	N	A008	21		1.00	0.0000	13.8284	28,763	
			22108017	R038	N	R038	26	Jordan Michal	1.00	23.9692	24.5928	51,153	
			22108018	R266	N	A008	21	Jordan Michal	1.00	22.1332	22.7087	47,234	
			22108019	R190	N	R190	17	Jordan Michal	1.00	15.5288	15.9322	33,139	
			22108020	A063	N	A063	15	Jordan Michal	1.00	12.7428	13.0740	27,194	
							Sub Total	8.00			356,599		
	278212		22108037	M088	Y	M088	20	Jordan Michal	1.00	17.1702	17.6168	36,643	
			22108038	M088	N	M088	20	Jordan Michal	1.00	16.7351	17.1702	35,714	
			22108039	K153	N	K041	14	Jordan Michal	1.00	9.1091	9.3457	19,439	
			22108040	A056	N	A056	20	Jordan Michal	1.00	14.9144	14.7891	30,762	
			22108041	R488	N	A068	21	Jordan Michal	1.00	19.7351	20.2486	42,117	
							Sub Total	5.00			164,675		
							Total	18.00			643,265		
919 Manufacturing Retek	278218		22108043	7611	N	7611	7611		1.00	0.0000	24.0817	50,090	

Current Page No.: 1

Total Page No.: 2

Career Service Projection Report

The screenshot shows the PBAS - [Report Selection] window. The window has a menu bar with 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', and 'Security'. Below the menu bar is a toolbar with icons for file operations. The main area displays a list of reports with the following fields: Report ID, Business Area, Version, Fiscal Year, Cost Center, WBS Element, Funds Center, Fund, Commitment Item, and Functional Area. The 'Report ID' field is currently set to 'SALYPRJ - Salary Projection'. A red circle highlights the dropdown arrow next to the 'Report ID' field. The 'CSRVPJRJ - Career Service Projection' report is selected in the list. At the bottom of the window is a 'Generate Report' button.

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
SALYPRJ	----	Salary Projection							
CISUM	----	Commitment Item Summary							
CSRVPJRJ	----	Career Service Projection							
DEFERYR1	----	Annual Deferment Extract YR1							
EXHLPVAL	----	Extra Help Validation							
FCWK	----	Funds Center Worksheet							
FTCCOW	----	Funds Center Total by Cost Center / WBS Element							
INCOME	----	Certification of Income							
MGRVER	----	Manager's Verification Sheet							
MONITOR	----	Fiscal Monitoring Procedures							
OPMREQVA	----	OPM Position Requests							
POSAUTH	----	Total Positions Authorized							
POSVAL	----	Regular Salaries Validation							
QTRWK	----	Quarterly Worksheet							
SALYPRJ	----	Salary Projection							

Generate Report

Click on the arrow next to the *Report ID* box. Click on CSRVPJRJ – *Career Service Projection* Report.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

Report ID CSR/VRJ - Career Service Projection

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Business Area, Version, and Fiscal Year are required fields. In addition, Cost Center, WBS Element, Fund and Funds Center may be entered. Click *Generate Report*.

Fiscal Year

Report Viewer [CSRVPRJ - Career Service Projection]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY

Career Service Projection

Fiscal Year

Business Area Code 0995

Business Area Title DEPT OF EMERGENCY MANAGEMENT

Funds Center 234

Funds Center Title Rural Serv-St Oprs

Cost Center	WBS Element	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
234201		22655824 R099	701 Michael Jordan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		22655825 R199	701 Michael Jordan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

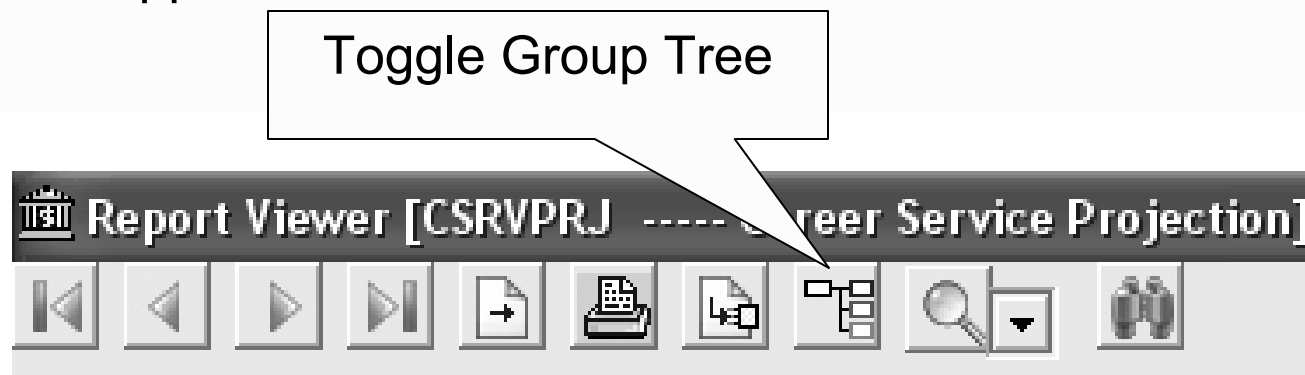
Positions, Employee Names, and the amounts and months of distribution of the career service payments are displayed.

Current Page No.: 1 Total Page No.: 7 Zoom Factor: 100%

EXERCISE

Display the *Career Service Projection* (CSRVPRJ) report for your training assigned business area. View the report.

Click the *Toggle Group Tree* icon and expand one of the folders. Click on a cost center from the side bar. What happened?



Report Viewer [CSRVPJRJ - Career Service Projection]

MainReport

234
251
252
272
274
278
896
417015

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTING

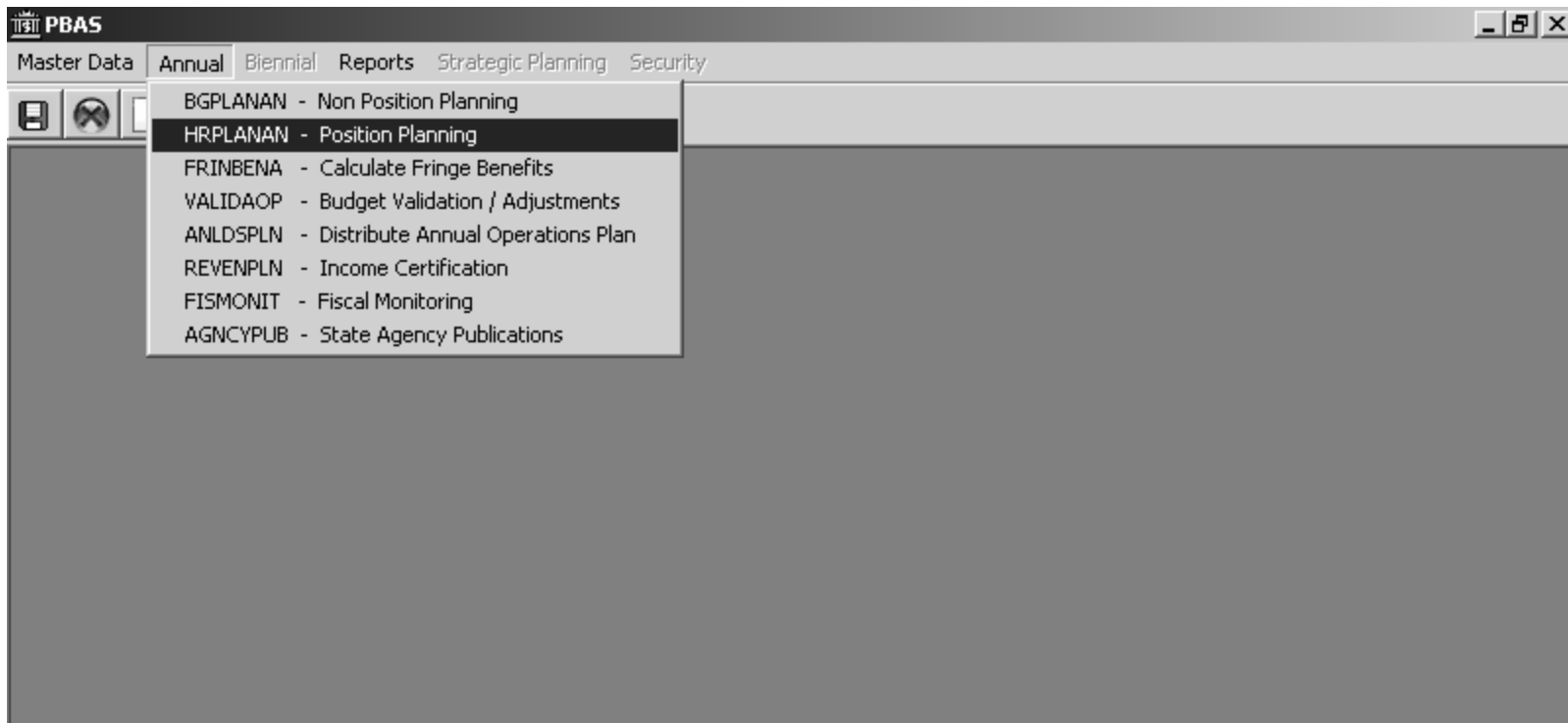
Career Service Projection

Fiscal Year **2007**
 Business Area Code 0995
 Business Area Title DEPT OF EMERGENCY MANAGEMENT
 Funds Center 896
 Funds Center Title Paying Account

Cost Center	WBS Element	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec
417015		22897354 M694	701 Michael Jordan	0.00	0.00	0.00	0.00	0.00	0.00
			Total	0.00	0.00	0.00	0.00	0.00	0.00
			Grand Total	0.00	0.00	0.00	0.00	0.00	0.00

Current Page No.: 1 Total Page No.: 7 Zoom Factor: 100%

Working with the HRPLANAN— Position Planning Screen



Close the report to go back to the *PBAS* menu. From the *Annual* menu, select *HRPLANAN – Position Planning*.

The screenshot displays the 'Position Planning' application window. At the top, there is a search bar and a list of fields for data entry: Business Area, Version, Fiscal Year, Cost Center, WBS Element, Position, Class Code, Funds Center, Fund, and Extra Help. A callout box points to the 'Extra Help' checkbox, stating: 'Check boxes to view either *extra help* or *career service* only.' Below this, there are two tabs: 'Change Cost Center' and 'Cost Distribution'. A callout box points to the 'Cost Distribution' tab, stating: 'Functions'. Below the tabs is a large table with columns: Position, Class Code, Authorized Grade, Cost C, Funds Center, Fund, and Per. A callout box points to the table, stating: 'The display is where you will enter data and change positions.' At the bottom right, there are two input fields labeled 'Total Current Salary' and 'ary'.

3-17

Screen Display

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and Position (4). Press the enter key. Scroll over and down to view the information on the lower part of the screen.

Columns displayed include Position, Class Code, Authorized Grade, Cost Center, WBS Element, Funds Center, Fund, Personnel Number, Cost Element, Commitment Item, Current Salary, Annual Operations Plan (AOP) Salary, and Months.

What is the Class Code for Position number (4)?

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0327
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22108040 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22108040	A056	20	278212		678T	HUA0800	701

Total Current Salary \$29,982
 Total AOP Salary \$30,762

Done

EXERCISE

Click the checkbox to display the *extra help* positions for your assigned business area. Enter.

What is the Class code for the *Extra Help Positions*?

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position to

Class Code to

Funds Center to

Fund to

Extra Help ☒

Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22092047	9999		383274		251	HUA6101	701
22092048	9999		383274		251	HUA6101	

Total Current Salary \$11,440

Total AOP Salary \$5,000

Done

Changing the Salary

To change the salary on a position in the *Annual Operations Plan*, locate the position and type in the new amount.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position 22079009 to

Class Code to

Funds Center to

Fund to

Extra Help ☐ Career Service ☐

Type the position number to be changed on the *Position* selection. Press enter.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079009 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22079009	T005	18	383225		278	HSC6101	701

The position displays. Scroll over to view and change the *AOP* salary.

Total Current Salary \$23,097
 Total AOP Salary \$26,000

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079009 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

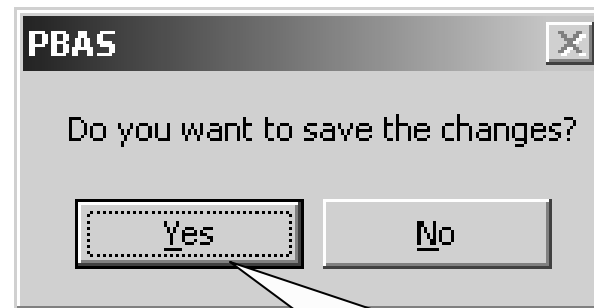
Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HSC6101	701	5010001000	5010000	\$23,097	\$26,000	12

Total Current Salary \$23,097
 P Salary \$26,000

Done

Change the amount in the *AOP* Salary line. Click save.



Clicking save returns this message. Click Yes to save the changes.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079009 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help Career Service

The salary is changed.

Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
HSC6101	701	5010001000	5010000	\$23,097	\$26,001	12

Total Current Salary \$23,097
 Total AOP Salary \$26,001

Record(s) updated successfully

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22095624 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Funds Center	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary
				10000	\$19,185	\$20,500

Total Current Salary \$19,185
 Total AOP Salary \$20,500

AOP salary cannot exceed band IV

If the salary entered exceeds band IV, *PBAS* returns an error message. This must be corrected in order to save the change.

AOP salary cannot exceed band IV

EXERCISE

Enter your training assigned business area, Version 1A and Fiscal Year 2007. Display position (5). Increase the salary by \$500. Save the changes. Clear the screen and recall the position.

Was the salary changed?

Changing the Months

To change the months on a position, make a selection to display the position and then type in the new number of months.

The screenshot shows the PBAS - [HRPLANAN - Position Planning] window. The window has a menu bar with 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', and 'Security'. Below the menu bar is a toolbar with icons for saving, deleting, adding, and printing, followed by a search icon and a text input field. The main area is titled 'Position Planning' and contains a form with the following fields:

Business Area	0995		
Version	1A		
Fiscal Year	2007		
Cost Center		to	
WBS Element		to	
Position		to	
Class Code		to	
Funds Center	234	to	
Fund		to	
Extra Help	<input type="checkbox"/>	Career Service	<input type="checkbox"/>

On the right side of the form, there is a vertical stack of six arrows pointing right, each with a small icon above it.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
	HUA2500	701	5010001000	5010000	\$19,185	\$19,683	3
	HUA2500	701	5010001000	5010000	\$36,978	\$37,940	12
	HUA2500		5010001000	5010000	\$0	\$67,875	12

Total Current Salary \$56,163
 Total AOP Salary \$125,498

Change the number of months and click save.



PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234
 Fund
 Extra Help ☐

Do you want to save the changes?

Yes No

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
	HUA2500	701	5010001000	5010000	\$19,185	\$19,683	3
	HUA2500	701		000	\$36,978	\$37,940	12
	HUA2500			000	\$0	\$67,875	12

Click yes to save.

Total Current Salary \$56,163
 Total AOP Salary \$125,498

Months

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234 to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HUA.2500	701	5010001000	5010000	\$19,185	\$19,618	
	HUA.2500	701	5010001000	5010000	\$36,978	\$37,940	12
	HUA.2500		5010001000	5010000	\$0	\$67,875	12

When the months are changed without adjusting the salary, the system will return an error message. The salary must be adjusted for the number of months the position is budgeted.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
	HUA2500	701	5010001000	5010000	\$19,185	17184	8
	HUA2500	701	5010001000	5010000	\$36,978	\$0	0
	HUA2500		5010001000	5010000	\$0	\$67,875	12

Total Current Salary \$56,163

To get rid of the error message, recall the position and change the salary. Save the changes.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234 to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HUA2500	701	5010001000	5010000	\$19,185	\$17,184	8
	HUA2500	701	5010001000	5010000	\$36,978	\$0 0	
	HUA2500		5010001000	5010000	\$0	\$67,875	12

Total Current Salary \$56,163
 Total AOP Salary \$85,059

F The position is changed.

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and position (6). Press enter. Change the months from 12 to 6. Don't change the salary. Click save.

Did you get an error message?

Re-enter the position number to clear the error message. This time, change the number of months to 6 and put in half the salary. Save.

What is the *AOP Salary*? Did the system allow you to save your changes?

Zeroing Out a Position

If a position will not be budgeted in your *Annual Plan*, display the position and change the salary and number of months to zero.

The screenshot shows the PBAS - [HRPLANAN - Position Planning] application window. The window has a menu bar with options: Application, Master Data, Annual, Biennial, Reports, Strategic Planning, and Security. Below the menu bar is a toolbar with icons for saving, closing, printing, and help. The main area is titled "Position Planning" and contains a form with the following fields:

Business Area	0995	
Version	0a1A	
Fiscal Year	202007	
Cost Center		to
WBS Element		to
Position		to
Class Code		to
Funds Center	234	to
Fund		to
Extra Help	<input type="checkbox"/>	Career Service <input type="checkbox"/>

Make a selection to display the position to be zeroed out. Press enter.

Change Cost Center		Cost Distribution						
Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per	
22095624	R010	17	206201		234	HUA2500	701	
22095625	R199	22	206201		234	HUA2500	701	
22095626	7077	7077	206201		234	HUA2500		

Total Current Salary		\$56,163
Total AOP Salary		\$125,498

The position is displayed. Scroll over to view the salary and months.

Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
HUA2500	701	5010001000	5010000	\$19,185	\$19,683	12
HUA2500	701	5010001000	5010000	\$36,978	\$37,940	12
HUA2500		5010001000	5010000	\$0	\$67,875	12

Total Current Salary		\$56,163
Total AOP Salary		\$125,498

The salary and months are displayed. Change the *AOP Salary* and months to zeros.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234
 Fund to
 Extra Help ☐

Do you want to save the changes?

Yes No

	Fund	Personnel No	Cost Elemer	Current Salary	AOP Salary	Months
	HUA,2500	701	5010001000	\$19,185	\$19,683	12
▶	HUA,2500	701	5010001000	\$36,978	\$0 0	
	HUA,2500		5010001000	\$0	\$67,875	12

Total Current Salary \$56,163

After changing the salary and months to zeros, click the save icon. Click yes when the box pops up.



PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center 234
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HUA2500	701	5010001000	5010000	\$19,185	\$19,683	12
	HUA2500	701	5010001000	5010000	\$36,978	\$0 0	
	HUA2500		5010001000	5010000	\$0	\$87,875	12

Total Current Salary \$56,163

To confirm that the change was saved, clear the screen and recall the position. It should be displayed with zero *AOP* salary and zero months.

EXERCISE

Enter your training assigned business area, Version 1A, and Fiscal Year 2007. Display position (7), and change the AOP salary and months to zero. Save the changes. Clear the screen and recall the position.

The *AOP* and months for the position should both be 0.

Troubleshooting: If the amounts are not zero, did you save your change? Did you recall the correct position?

Career Service

Click the *career service* box to view and change the career service amounts for positions.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position to

Class Code to

Funds Center to

Fund to

Extra Help ☐ Career Service ☒

Make a selection to display the positions to be viewed. Click the *Career Service* box. Enter.

The career service will be displayed by position in the *AOP Salary* column.

Change Cost Center		Cost Distribution					
	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	PWP1000		5010001010	5010000	\$0	\$0	12
	PWP1000		5010001010	5010000	\$0	\$0	12
	PWP1000		5010001010	5010000	\$0	\$0	12
	PWP1000		5010001010	5010000	\$0	\$0	12
	HSC6101	701	5010001010	5010000	\$23,097	\$0	12
	HSC6101		5010001010	5010000	\$0	\$0	12
Total Current Salary						\$1,059,190	
Total AOP Salary						\$0	

To change, click on the *AOP Salary* for the position to be changed. Change the *career service* amount and save.

EXERCISE

Enter your training assigned business area, Version 1A, and Fiscal Year 2007. Display position (8), and change the *AOP* salary for career service to \$600. Save the changes. Clear the screen and recall the position with the *career service* box checked.

The *AOP* amount should be \$600.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☒

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	PWP1000		5010001010	5010000	\$0	\$600	12
	PWP1000		5010001010	5010000	\$0	\$400	12
	PWP1000		5010001010	5010000	\$0	\$200	12
	PWP1000		5010001010	5010000	\$0	\$0	12
	HSC6101	701	5010001010	5010000	\$23,097	\$0	12
	HSC6101		5010001010	5010000	\$0	\$0	12

Career service amounts are changed.

Record(s) updated successfully

Extra Help

Click the *Extra Help* box to view and change the *Extra Help* amounts for positions.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position to

Class Code to

Funds Center to

Fund to

Extra Help ☒ Career Service ☐

Make a selection to display the positions to be viewed. Click the *Extra Help* box. Enter.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☒ Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶ 22092047	9999	9999	383274		251	HUA6101	701
22092048	9999	9999	383274		251	HUA6101	

Total Current Salary \$11,440

The *extra help positions* are displayed. Scroll over to view the salary amounts.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☒ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HUA6101	701	5010002000	5010001	\$11,440	\$5,000	12
	HUA6101		5010002000	5010001	\$0	\$0	12

For *extra help*, the total authorized amount for extra help for the funds center can be budgeted to one position. The number of months for each position must be equal to 12. The *AOP Salary* may be changed, but the number of months cannot be changed on this screen.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0995
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☒ Career Service ☐

Change Cost Center Cost Distribution

	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
	HUA6101	701	5010002000	5010001	\$11,440	12400	12
	HUA6101		5010002000	5010001	\$0	\$0	12

To change the amount, enter the new *AOP Salary* and save.

Total Current Salary	\$11,440
Total AOP Salary	\$5,000

AOP Salary

EXERCISE

Enter your training assigned business area, Version 1A, and Fiscal Year 2007. Display the extra help positions and increase the budget by \$5,000. Save the change.

Recall the positions. The *AOP* amount should be increased by \$5,000.

Adjustments to Cost Centers and WBS Elements

- Possible adjustments to *cost centers* and *WBS elements* for positions include cost distribution, removal of cost distribution, and changing the cost center/ WBS element.
- Note that most agencies will be dealing with cost centers only; currently positions are not budgeted with WBS elements.

Cost Distribution

Cost distribution allows you to budget a position in more than one cost center.

FY 06 Cost distribution changes in your Annual Operations Plan will not be effective in AASIS until the positions are changed in the HR area of AASIS.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22076686 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶ 22076686	M023	17	416601		896	PWP1000	

Total Current Salary \$0

Make a data selection to display the position(s) for which cost distribution is desired. Make sure that the salary is correct before distributing the cost.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22076686 to
 Class Code to

Select the position by clicking the gray box next to it. When selected, the position will be highlighted in blue.

Change Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22076686	M023	17	416601		896	PWP1000	

Total Current Salary \$0
 Total AOP Salary \$24,000

Done

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22076686
 Class Code
 Funds Center
 Fund
 Extra Help ☐

After selecting the position, click the *Cost Distribution* box.

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶ 22076686	M023	17	416601		896	PWP1000	

Total Current Salary \$0
 Total AOP Salary \$24,000

Done

The *cost distribution* pop-up box will display the position cost distribution data. Make any desired changes to cost centers, WBS Elements, and months in the bottom of the pop-up box.

COSTDIST - Cost Distribution

Cost Distribution

Position

Cost Center

WBS Element

Funds Center

Fund

Total AOP Salary

Total Months

Cost Center	WBS Element	Months
416601		3
378014		3
378010		3
378012		3

OK

Months

In this example, the position is budgeted in four different cost centers for three months each. Click *OK* when finished making changes.

Change Cost Center		Cost Distribution						
	Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶	22076686	M023	17	416601		896	PWP1000	
	22076686	M023	17	378014				
	22076686	M023	17	378010				
	22076686	M023	17	378012				

After clicking *OK*, the position will be displayed in the selected cost centers for the number of months specified.

Change Cost Center		Cost Distribution						
	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months	
▶	PWP1000		5010001000	5010000	\$0	\$6,000	3	
			5010001000	5010000	\$0	\$6,000	3	
			5010001000	5010000	\$0	\$6,000	3	
			5010001000	5010000	\$0	\$6,000	3	

Total Current Salary	\$0
Total AOP Salary	\$24,000

Position

Position Planning

Business Area 0990

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position 22076686 to

Class Code to

Funds Center to

Fund to

Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Fund	Personnel No	Cost Element
PWP1000		5010001000
		5010001000
		5010001000
		5010001000

Do you want to save the changes?

Yes No

AOP Salary	Months
\$6,000	3
\$6,000	3
\$6,000	3
\$6,000	3

Total Current Salary \$0

Total AOP Salary \$24,000

Position

Click the save icon



and click yes in the pop-up box to save

the change.

Sum of months should be equal to total months

The system will not let you distribute costs for more or less than twelve months.

EXERCISE

Enter your training assigned business area, Version 1A, and Fiscal Year 2007. Display position (8), select it, and click *cost distribution*. Distribute the costs between two assigned cost centers A and B for six months each. Save and recall the position.

The position should now appear twice in the display with the two cost centers for six months each.

Troubleshooting: Did you change the months to equal a total of 12? Did you save the changes?

Remove Cost Distribution

In this scenario, the *Annual Operations Plan* shows more than one cost center for a position, but you now want to budget it in only one cost center.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990

Version 1A

Fiscal Year 2007

Cost Center to

WBS Element to

Position 22079921 to

Class Code to

Funds Center to

Fund to

Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶	22079921	A111	18	383201		272	HSC6101	701
■	22079921	A111	18	206201		234	HUA2500	701

Total Current Salary \$74,706

Total AOD Salary \$38,324

Make a data selection to display the position(s) for which cost distribution is to be removed.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079921 to
 Class Code to

Select the position by clicking the gray box next to its first line. When selected, the line will be highlighted in blue.

Change Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22079921	A111	18	383201		272	HSC6101	701
22079921	A111	18	206201		234	HUA2500	701

Total Current Salary \$74,706
 Total AOP Salary \$38,324

Position

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079921
 Class Code
 Funds Center
 Fund
 Extra Help ☐

After selecting the position, click the *cost distribution* box.

Change Cost Center Cost Distribution

	Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶	22079921	A111	18	383201		272	HSC6101	701
	22079921	A111	18	206201		234	HUA2500	701

Total Current Salary \$74,706
 Total AOP Salary \$38,324

Position

The *cost distribution* pop-up box will display the position cost distribution data. Adjust the months value to zero in the cost object being removed.

In this example, the cost distribution is being removed from cost center 206201 and the position is being budgeted in its entirety to cost center 383201. Click *OK* when finished making changes.

Change Cost Center		Cost Distribution						
Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per	
▶ 22079921	A111	18	383201		272	HSC6101	701	
22079921	A111	18	206201		234	HUA2500	701	
Total Current Salary								
								\$74,706

After clicking *OK*, the position will be displayed with the selected cost distribution changes.

Change Cost Center		Cost Distribution					
	Fund	Personnel No	Cost Element	Commitment Item	Current Salary	AOP Salary	Months
▶	HSC6101	701	5010001000	5010000	\$37,353	\$38,324	12
	HUA2500	701	5010001000	5010000	\$37,353	\$0.0	

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning


Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079921
 Class Code to
 Funds Center
 Fund
 Extra Help ☐

Do you want to save the changes?

Yes No

Fund	Personnel No	Cost Element	AOP Salary	Months
HSC6101	701	5010001000	\$38,324	12
HUA2500	701	5010001000	\$0.0	

Total Current Salary \$74,706
 Total AOP Salary \$38,324

Click the save icon  and click yes in the pop-up box to save the change.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center to
 WBS Element to
 Position 22079921 to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶ 22079921	A111	18	383201		272	HSC6101	701

Total Current Salary \$37,353
 Total AOD Salary \$38,324

After saving, the cost object that was zeroed out is removed, leaving the position displayed only once.

EXERCISE

Using the position from the last exercise, remove the cost distribution by budgeting for twelve months to Cost Center A. Save your changes.

The position should now appear only once in the display with one cost center for twelve months.

Changing the Cost Center on a Position

In this scenario, one or more positions are budgeted in the Annual Operations Plan to one cost center and you want to change them to a different cost center.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶	22076629			416601		896	PWP1000	
	22076630	L096	24	416601		896	PWP1000	
	22076686	M023	17	416601		896	PWP1000	
	22076687	M024	18	416601		896	PWP1000	
	22098680	9984	9984	416601		896	PWP1000	

Total Current Salary \$0

Make a data selection to display the position(s) for which the cost center is to be changed. CAUTION: All positions selected here will be changed.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element to
 Position to
 Class Code to

Unlike cost distribution, where one position could be selected, all positions listed in the bottom part of the screen will be changed.

Position	Grade	Cost Center	WBS Element	Funds Center	Fund	Per
22076629		416601		896	PWP1000	
22076630	24	416601		896	PWP1000	
22076686	M023	416601		896	PWP1000	
22076687	M024	416601		896	PWP1000	
22098680	9984	416601		896	PWP1000	

Total Current Salary \$0
 Total AOP Salary \$215,536

WBS Element

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Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element
 Position
 Class Code
 Funds Center
 Fund
 Extra Help ☐ Career Service ☐

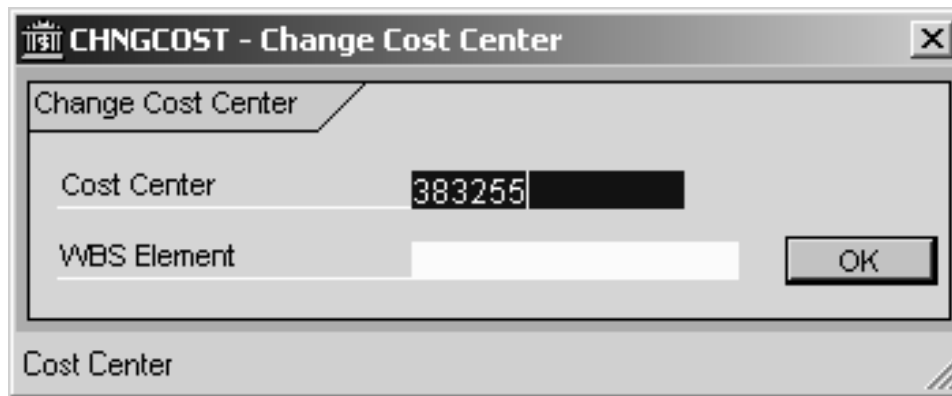
Click the *Change Cost Center* box.

Change Cost Center Cost Distribution

	Position	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Per
▶	22076629			416601		896	PWP1000	
	22076630	L096	24	416601		896	PWP1000	
	22076686	M023	17	416601		896	PWP1000	
	22076687	M024	18	416601		896	PWP1000	
	22098680	9984	9984	416601		896	PWP1000	

WBS Element

Total Current Salary \$0
 Total AOP Salary \$215,536



The screenshot shows a dialog box titled "CHNGCOST - Change Cost Center" with a close button (X) in the top right corner. The dialog box has a tab labeled "Change Cost Center". Inside the dialog, there are two input fields: "Cost Center" and "WBS Element". The "Cost Center" field contains the text "383255" and is followed by a black rectangular box. The "WBS Element" field is empty and is followed by an "OK" button. At the bottom of the dialog box, the text "Cost Center" is displayed.

Type in the Cost Center and/or WBS Element that the positions will be budgeted against. Click **OK**.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

	Class Code	Authorized Grade	Cost Center	WBS Element	Funds Center	Fund	Personnel No	Cost Ele
▶			383255		896	PWVP1000		501000
	L096	24	383255		896	PWVP1000		501000
	M023	17	383255		896	PWVP1000		501000
	M024	18	383255		896	PWVP1000		501000
	9984	9984	383255		896	PWVP1000		501000

After clicking OK, the positions will be displayed with the selected cost center change. The fund change (if any) will not be displayed until the change is saved.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element to
 Position to
 Class Code to
 Funds Center
 Fund
 Extra Help ☐

Do you want to save the changes?

Yes No

Class Code	Authorized Grade	Cost Center	Personnel No	Cost Ele
L096	24	383255	896	501000
M023	17	383255	896	501000
M024	18	383255	896	501000
9984	9984	383255	896	501000

Total Current Salary \$0
 Total AOD Salary \$215,536

Click the save icon  and click yes in the pop-up box to save the change.

PBAS - [HRPLANAN - Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Position Planning

Business Area 0990
 Version 1A
 Fiscal Year 2007
 Cost Center 416601 to
 WBS Element to
 Position to
 Class Code to
 Funds Center to
 Fund to
 Extra Help ☐ Career Service ☐

Change Cost Center Cost Distribution

Code	Cost Center	WBS Element	Funds Center	Fund	Personnel No	Cost Element	Commitment Item
▶	383255		896	PWP1000		5010001000	5010000
	383255		896	PWP1000		5010001000	5010000
	383255		896	PWP1000		5010001000	5010000
	383255		896	PWP1000		5010001000	5010000
	383255		896	PWP1000		5010001000	5010000

Total Current Salary \$0
 Total AOD Salary \$215,536

After saving, the new cost center and fund/funds center assignment is displayed for the positions.

EXERCISE

Using the position from the last exercise, change the cost center to cost center B. Save your changes.

Did the fund assignment change? When would the fund assignment change be displayed?